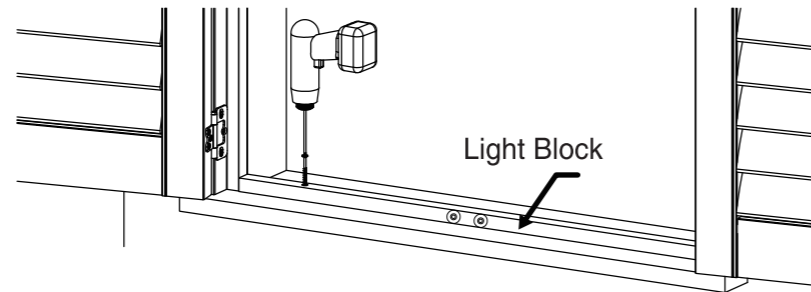


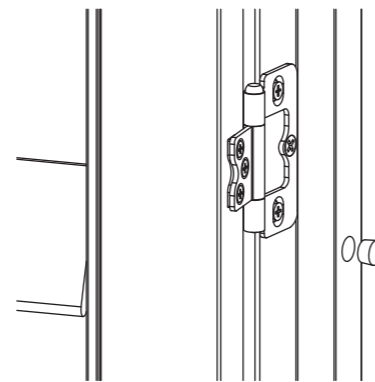
### Step 3: Secure the Light Block

1. Open shutter panels and position the light block on the window sill. The front of the light block should be flush with the front of the left and right frames. Make sure magnets on panels will latch onto the magnet catches on the light block.
2. Once aligned properly, secure the light block with the light block screws provided through each pre-drilled hole.



### Step 4: Install the Plugs

Install the plugs into the frames' pre-drilled plug holes to complete the look of your shutters.

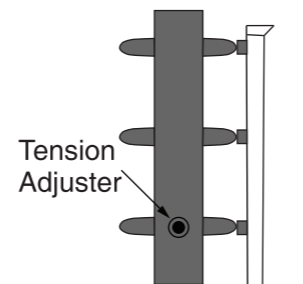


### Maintain Your Shutters

Use a clean dry cloth, feather duster or vacuum with brush attachment to gently remove dust and debris. To ensure thorough cleaning, wipe the louvers in the open and closed positions. Do not immerse the product in water and do not use harsh chemicals to clean. This may cause discoloration and the wood to warp. Ultrasonic cleaning is not recommended. For best results on Composite Shutters, use a cotton cloth dampened with water. Polyester cloths tend to create static, which can attract dust.

### Adjust the Tension System

If over a period of time the louvers on your shutters should loosen or not function properly, a built-in tension system can be adjusted. Simply open the panels fully and find the tension adjuster screw hole on the side of each panel. Use a screwdriver to gently turn the screw on each side of the panel to your desired resistance level. Repeat process for other panel(s) if necessary.



### Lifetime Limited Warranty

All Acadia Living shutters have a lifetime limited warranty and will be free from defects in materials or workmanship for as long as the original retail purchaser owns the shutters, provided that such products were properly installed in residential dwelling; and such products were made or assembled exclusively from original materials and components. Any resale or other transfer of the product and/or materials voids this warranty.

For a complete copy of this warranty, please contact customer service by phone or email.

### Customer Service

Phone: 855.667.6261  
Email: Blinds.comSupport@NormanUSA.com

Version 37103-65200-A

# ACADIA

LIVING™

## Shutter Installation Instructions Z Frame Inside Mount 2 Sides Cafe Shutters

**CONGRATULATIONS** on purchasing the finest shutters in the market. You can take pride that your purchase will enhance the function and beauty of your home.

### INSTALLATION OVERVIEW

- Getting Started
- Step 1: Assemble Frame
- Step 2: Attach the Panels
- Step 3: Secure the Light Block
- Step 4: Install the Plugs



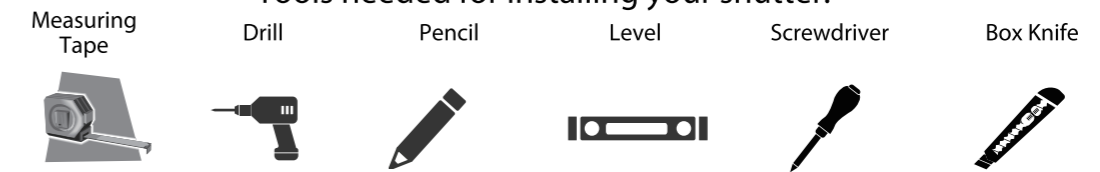
### Installation Video

Scan the QR code with your smartphone to follow along with video instructions.



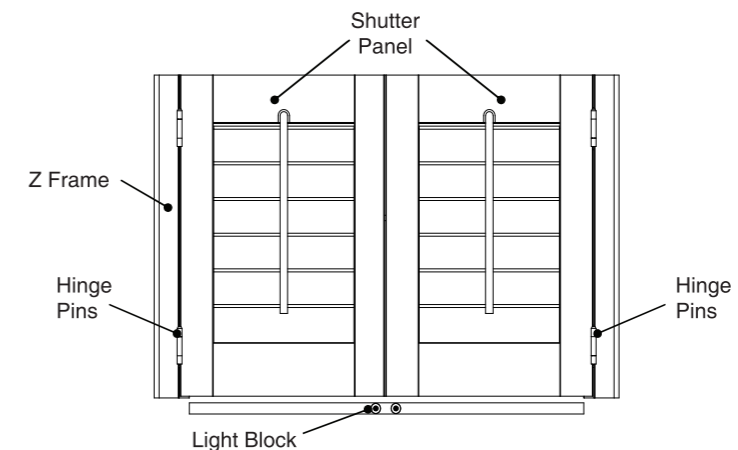
**IMPORTANT:** Do not mix panels or frames from other windows. Install one shutter at a time.

### Tools needed for installing your shutter:

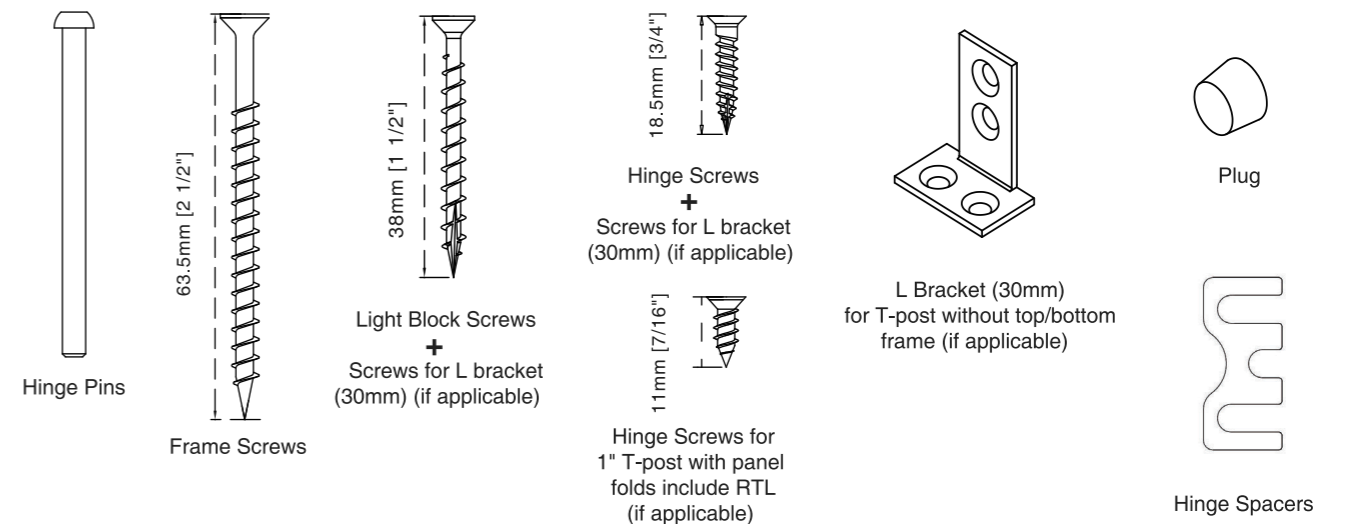


### Getting Started

Remove the shutter from the package. Do not discard any of the packaging material until the shutter operates to your satisfaction. Check the diagram below to make sure you have the necessary parts.

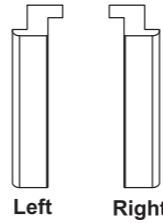


Z Frame Inside Mount 2 Sides Cafe Shutter

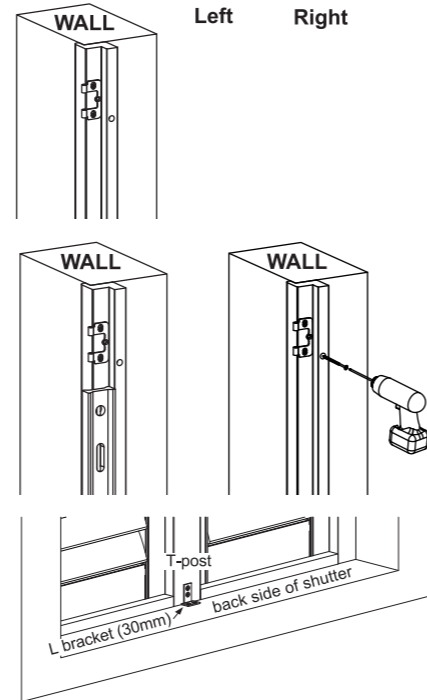


## Step 1: Assemble Frame

1. Carefully remove panels and frames from the packaging.  
Do not mix panels or frames from other windows.  
Frame pieces are labeled (left and right).



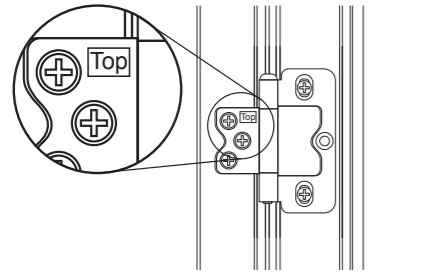
2. Place the frame side that has the pre-installed hinges into the correct side of the window opening.



3. Using a level, ensure the frame is straight up and down.  
Temporarily secure to the opening with a screw at the top and bottom of the frame. Use shims if necessary to keep frame straight up and down.

4. If installing with T-post, use L bracket (30mm) to secure the T-post. Fasten the T-post with additional nails if necessary.  
If not installing with T-post, skip to the next step.

## Step 2: Attach the Panels



**⚠** To ensure panels are installed correctly:  
Identify the top and bottom of the panel by locating the top label on the top hinge.

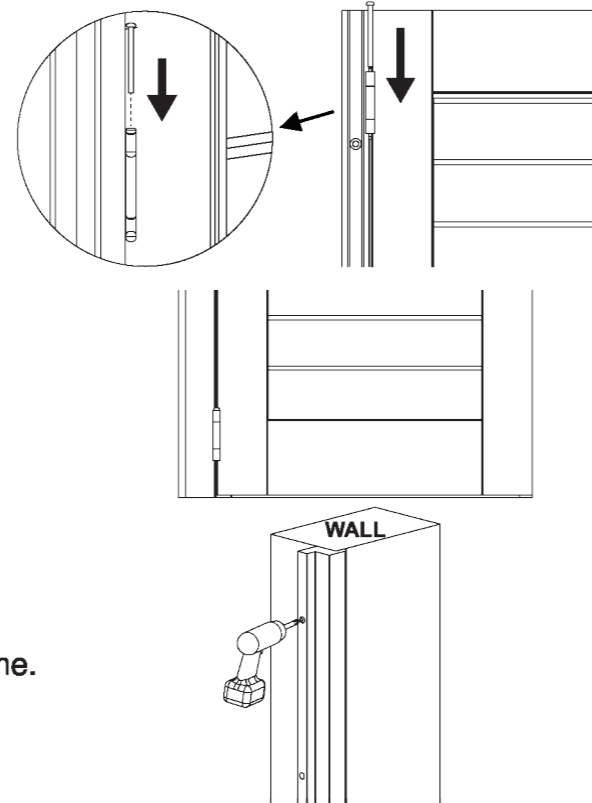
### Single panel or hinged on 1 side only

1. Insert the shutter panel into the frame hinges and secure the hinges with supplied hinge pins.

If you have bi-fold panels, start by securing this first panel to the frame. Then join the hinges of the panels labeled P1 and P2 and insert the hinge pins.

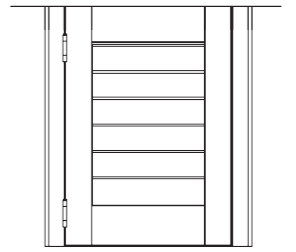
2. Operate the panel to ensure it opens and closes freely. The hinges may be adjusted up or down to increase or decrease bottom spacing.

3. Make sure frame is straight up and down with the level and temporarily secure with screws for non-hinged frame.

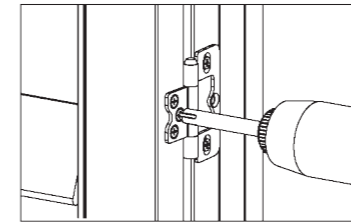


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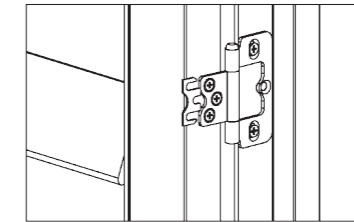
4. Close panel against the non-hinged frame and check to see there is approximately 1/8" of space between the panel and frame. Adjust as necessary to achieve even spacing.



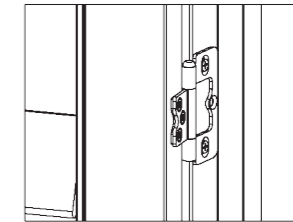
5. Secure both frames using shims if necessary to maintain spacing.  
Open & close panel and make any final adjustments. Use provided hinge spacers to adjust spacing if necessary.  
Once desired spacing has been achieved, secure frames with remaining screws.



Loosen hinge screws on the panel

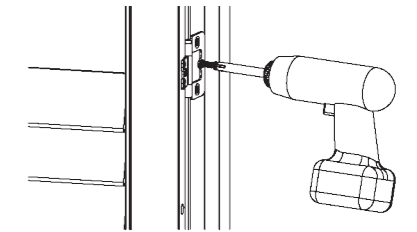


Insert spacer behind hinge, tighten screws



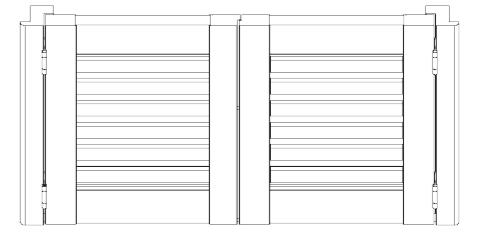
Spacer installed

6. Fasten the deadlock screw for all hinges.



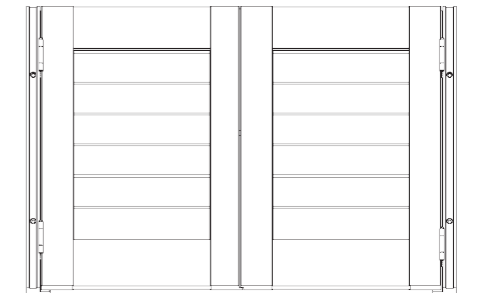
### Multiple panels – hinged on both frames

1. Temporarily install both left and right frames using directions in Step 1, #3.

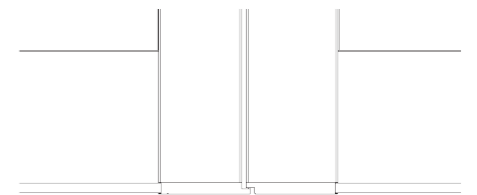


2. Insert panels into both the left and right frames and secure with hinge pins.

If you have bi-fold panels, after attaching the far left and/or far right panels to the frame, you will need to join the hinges of the panels labeled P1 and P2 and insert hinge pins. Repeat for panels labeled P3 and P4 if you have these. Proper order of panels from left to right is P1, P2, P3, P4.



3. Close the left and right panel sections and check center spacing. Adjust frames using shims or hinge spacers to achieve even spacing where the center panels come together.



4. Once desired spacing has been achieved, secure frames with remaining screws.

5. Fasten the deadlock screw for all hinges.

